

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

March 25, 1955

25X1A

[REDACTED]
Central Intelligence Agency
Washington 25, D. C.

25X1A

[REDACTED]
Office of Defense Mobilization Non-Military Defense Program
Memorandum-VI-2, March 23, 1954, requires that each agency transmit
in duplicate to the Records Management Division, National Archives and
Records Service, General Services Administration, semi-annual reports
on the status of its program for the protection of vital records.

Two copies of each report are required in order that there
may always be immediately available in case of need a complete record
in Washington of the location of vital records of all agencies and
another complete record at a relatively safe location outside of
Washington.

We received only one copy of your last report, dated
January 17, 1955. Can you supply us a second copy of this report, and
in future transmittals please ensure that the necessary two copies
of each report are sent.

Sincerely yours,

Herbert E. Angel
Director
Records Management Division